

# User Guide for Signing of TG Agreement



**TG**online  
Ministry of Education  
SINGAPORE

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## Steps to complete the signing of TG agreement

Before you proceed to sign the TG agreement, it is important that you read the terms and conditions of the agreement **carefully**.

**01 Download** your TG agreement from your TGoOnline account **after** the TG online application closes.

Test your understanding of your TG bond obligation by completing a short questionnaire. (takes about 3 minutes.)

Scan or click on the QR code to begin

<https://go.gov.sg/understanding-tg-obligation>



**02 Verify** that the information printed on your personalised TG agreement is correct.

If there is an error on your TG agreement, please contact MOE at <https://go.gov.sg/tg-enquiry>.

**03 Sign** TG agreement

(a) Where to sign?

(b) How to sign?

(i) Sign (wet-ink) and Scan

(ii) E-sign using software/ app

**04 Submit** a softcopy of your signed TG agreement (and sureties' ID) to your university.

### Questions

#### How do I know if I have been awarded TG?

You can log in to your TGoOnline account to view your TG status (should be shown as "**Awarded**") about 6 weeks after you have completed the signing of your TG agreement.

#### What is the TG amount given to me?

Your TG amount is reflected on your Student's Bill. You are advised to keep a copy of the bill for your record.



## Download your TG agreement

- Proceed to <https://tgonline.moe.gov.sg>
- Login to your TGonline account
- Click “**Grant Portfolio**”
- Click “**Download button**” to download your TG agreement



Scan or click on the QR code to TGonline website

The screenshot shows the TGonline website interface. At the top, there is a navigation bar with the following items: Home, My Account, Apply Grant, **Grant Portfolio**, and Grant Information. Below the navigation bar, there is a section titled "Grant Application History". This section contains a table with the following columns: Grant Info, Grant Scheme, AY, Date Applied, Date Awarded, Units Taken / Total Eligible Units, Application Status, Monitoring Status, Months Bond Served / Total, and Action. The table has one row of data: Submit Requests, TG-UG-AU, 2019, 08/09/2019, -, 0 / 0, Received, Pending, - / -. Below the table, there is a "Download" button with a hand cursor pointing to it. The text "1 record(s)" is displayed below the table.

Grant Info	Grant Scheme	AY	Date Applied	Date Awarded	Units Taken / Total Eligible Units	Application Status	Monitoring Status	Months Bond Served / Total	Action
Submit Requests	TG-UG-AU	2019	08/09/2019	-	0 / 0	Received	Pending	- / -	Download

TG agreement that is obtained from another source or had been altered in any way will be **rejected**.



Ref:

Check reference number is present.

**AGREEMENT**

This Agreement is made on the 20<sup>th</sup> day of August Two Thousand and Twenty-xx ( 20xx )

between

Fill in the date of signing of agreement in this format.

(1) the Government of the Republic of Singapore ("the Government") represented by the Drive Singapore 138675;

(2) (Passport/ Foreign ID No UIN/FIN "Nationality" ) of (Mailing Address in Singapore)

(Home country Address)

("the Student")

and

(3) (Passport/ Foreign ID No UIN/FIN "Nationality" ) of (Mailing Address in Singapore)

Verify your personal particulars and that of your two sureties.

(Home country Address)

and

(Passport/ Foreign ID No UIN/FIN "Nationality" ) of (Mailing Address in Singapore)

(Home country Address)

("the Sureties").

**RECITALS:**

1. The Student has been admitted to the ("the Institution") for a course in the course as the Government may approve in writing.

("the Course") leading to . The term "the Course" shall also include such other

2. The Student has applied for a grant that enables the Student to pay for part of the tu as well as all or part of the Goods and Services Tax ("GST") chargeable under the Goods and Course (the "GST subsidy"), under the Tuition Grant Scheme administered by the Governmen

Verify details of your University and Course.



## Sign TG agreement (a) Where to sign?

- Student to sign on page 8

MOE Tuition Grant Agreement

**THE THIRD SCHEDULE**

AUTHORISATION LETTER

To: Central Provident Fund Board

Fill in the date of signing of agreement in this format.

I refer to the Tuition Grant Agreement dated 20<sup>th</sup> day of August Two Thousand and Twenty-xx ( 20xx ) that I entered into with the Ministry of Education ("MOE"), and I acknowledge that the MOE will require information on my employment status after graduation for the purpose of monitoring of my bond obligations under the Agreement, or under any other scholarship or similar agreement that is administered by MOE, the National University of Singapore, the Nanyang Technological University, the Singapore Management University, the Singapore University of Technology and Design, the Singapore Institute of Technology, or the Singapore University of Social Sciences.

I hereby authorise the Central Provident Fund Board ("CPF Board") to provide information to MOE on CPF contributions made into my CPF accounts (if any) over specific months, whether or not I am self-employed, the name of the employer making CPF contributions for me (if any), and any other relevant information relating to my CPF contributions and my employment. This authorisation shall take effect from the date of commencement of my bond period under the MOE Tuition Grant Agreement and any other scholarship bond administered by MOE or the abovementioned universities and shall continue for another 12 months after I have fully discharge my bond obligations under the Agreement, or under any other scholarship or similar agreement that is administered by MOE or the above mentioned universities, whichever of these bond obligations end latest.

Signed

Name: \_\_\_\_\_

UIN/FIN: \_\_\_\_\_

(Student)

(Signature)

Date: \_\_\_\_\_

SIGN HERE

Page 8

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## Sign TG agreement (a) Where to sign?

- **Student and Sureties to sign on page 9**

MOE Tuition Grant Agreement

IN WITNESS WHEREOF this Agreement has been entered into on the day and year first above written.

I) Signed  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
for and on behalf of the Government of the Republic of Singapore  
(Signature)

II) Signed  
Name : (Student) \_\_\_\_\_  
(Signature) **SIGN HERE**

III) Signed  
Name : (First-named surety) \_\_\_\_\_  
(Signature) **SIGN HERE**

IV) Signed  
Name : (Second-named surety) \_\_\_\_\_  
(Signature) **SIGN HERE**

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# 03

## Sign TG agreement (b) How to sign?

### (i) Sign (wet-ink) and Scan

**Print** out your TG agreement

**Sign wet-ink** on page **8 & 9** of the TG agreement

Read Me

**Scan** the **signed agreement** and your **sureties' ID\*** into a **single PDF file**.

*\*copy of their passport/ government-issued identification document with photograph*

- You can use any software/ app to scan the documents.
- If you do not an existing software/ app, you can download **Microsoft Lens for iOS** or **Microsoft Lens for Android** on your mobile device.

Steps to scan a document

<https://bit.ly/3eEYD6S>



**Rename** the PDF file as **TGA\_<your NRIC/FIN>**. Example: **TGA\_TXXXXXXA**

# 04

**Submit** the PDF file to your university by using your university issued e-mail account. Ensure that you submit **all pages** of your TG agreement and sureties' ID.

# 03


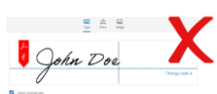

## Sign TG agreement (b) How to sign?

### (ii) E-sign using software/ app

**Open** the TG agreement with a e-signing software

**E-sign** on page **8 & 9** of the TG agreement

Sample of acceptable e-signatures

 <b>Draw or add an image of your signature in field</b>	 <b>Type name in field</b>	 <b>Sign with Digital ID</b>
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- You can use any e-signing software to e-sign the TG agreement.
- If you do not have an existing e-signing software/ app, you can e-sign using **Adobe Acrobat Online**.

**Steps to e-sign a PDF file**

<https://adobe.ly/3eHYUGe>



**Combine** the **signed agreement** and your **sureties' ID\*** into a **single PDF file**.

*\*copy of their passport/ government-issued identification document with photograph*

**Steps to merge multiple PDFs**

<https://adobe.ly/3xWRCGq>



**Rename** the PDF file as **TGA\_<your NRIC/FIN>**. Example: **TGA\_TXXXXXXA**

# 04

**Submit** the PDF file to your university by using your university issued e-mail account. Ensure that you submit **all pages** of your TG agreement and sureties' ID.



## Sign (wet-ink) and Scan

### What if I am staying together with one surety (e.g. Surety 1) while another surety (Surety 2) is staying apart?

Send the TG agreement to Surety 2 to sign on **Page 9** of the hardcopy agreement. When you receive the signed agreement from Surety 2, you and your Surety 1 have to sign on the **same Page 9** that is received from Surety 2. The completed and signed TG agreement will comprise **9 pages**.

### What if I am not staying together with both my sureties but both sureties are staying together?

Send the TG agreement to your sureties who are staying together. They have to sign on the **same Page 9** of the hardcopy agreement. When you receive the signed agreement from your sureties, please proceed to sign on the **same Page 9** of the agreement. The completed and signed TG agreement will comprise **9 pages**.

### What if both my sureties and I are all staying apart?

You may send the TG agreement to surety 1 first to sign on **Page 9** of the hardcopy agreement. Surety 1 can then route the signed agreement to surety 2 to sign on the **same Page 9** of the agreement. You will be the last person to sign on the **same Page 9** of the agreement.

You can also send the TG agreement to your sureties individually. When you receive the signed agreement from Surety 1 and Surety 2, please proceed to sign on the **same Page 9** that is received from **either Surety 1 or Surety 2**. In this case, your completed and signed TG agreement will comprise **10 pages** (pages 1 - 8 and 2 copies of page 9).

### When sending the TG agreement to my sureties and vice-versa, can the signed agreement be sent through softcopy?

Yes.

### What happens if my surety who is staying apart from me does not have access to email?

You can consider sending your TG agreement to your surety via mail service. However, as this will take time and possibly delay the signing process, please inform your university. If necessary, do seek an extension of the deadline for the submission of your agreement.

## Questions?

Contact your university or MOE at <https://go.gov.sg/tg-enquiry>.